

# OSDH FY19 Budget Request Document

### **How to use this document:**

area:

for the Commissioner's Office, etc.

Including all cost objectives (service chiefs) and state match on the same spreadsheet.

sheet for Medical Facilities, etc.

Block Grant, including all cost objectives (service chiefs) and state match on the same spreadsheet.

spreadsheet for all of the 1701 Cancer Grant, including all cost objectives and state match on the same spreadsheet should populate under the "Summary" tab.

the requested budget cells will auto-populate from the category tabs.

:spreadsheet.

***Children First***

**FY19 Program Revenue and Budget**

<b>FY19 Revenue:</b>	
State	-
Revolving	-
Federal Grant	-
Federal Medicaid	-
<b>Total Revenue</b>	<b>-</b>

<b>FY19 Budget:</b>	
Personnel	1,072,917
Contracts	5,414,924
Travel/Training	9,000
Other	55,500
<b>Total Requested</b>	<b>6,552,341</b>

**Total Requested should not exceed Total Revenue**

Budget Analyst: \_\_\_\_\_

Date: \_\_\_\_\_

Program Director: \_\_\_\_\_

Date: \_\_\_\_\_

Chief Operating Officer: \_\_\_\_\_

Date: \_\_\_\_\_

## Personnel

### Active Personnel

### Current Vacancies

***Total Personnel Requested:***

1,072,917

***Total On-Site FTE's:***

***Total Off-Site FTE's:***

**Instructions:**

1. Current personnel added by the budget analyst:
  - a. Program area: Use the "Comments" column to note any changes or errors in the information supplied by the budget analyst regarding current personnel
  - b. Program area: Be mindful that if a change is requested to "% time", it is critical that an employee's total funding across all cost objectives add up to 100%.
2. Vacancies to be added by the program to complete approved organizational chart
  - a. Add the FY19 anticipated SALARY ONLY. Be sure to include the new rates after the legislated state employee raises. 50% fringe rate is calculated automatically.
3. Vacancies should only be added to the point that total requested budget from the "Summary" tab does not exceed total revenue.
  - a. This will help determine which vacancies can be refilled entering into FY19 from a budget standpoint.
4. The "On/Off" column is for noting if the employee is On-Site (Central Office) or Off-Site (County).
  - a. This will be used in calculating the Allocated Data costs in the "Other" tab. There are separate rates for on-site and off-site in FY19.
  - b. Type "ON" or "OFF" into the On/Off column for the formula to work correctly

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**15.00**

## Contracts

***Instructions:***

1. Add all planned FY19 contracts
2. If known, add the PO# for reference purposes. If it is not yet known or established, leave it blank.

## **Travel & Training**

<b>Travel &amp; Training</b>	<b>Annual Cost</b>
NFP National Symposium	1,000
Travel for New Nurse Consultant for NFP Education	4,000
Travel for New Nurse Consultant for DANCE Education	4,000
<b>Total Requested Travel</b>	<b>9,000</b>

**Instructions:**

1. Add all FY19 planned travel and training
  - a. Do NOT include motorpool. This is included in the "Other" tab.
2. If needed, work with budget analyst to determine historical program travel costs

### Other

**Instructions:**

1. The top section is to be completed by the budget analyst.
  - a. There are two allocated data rates for FY-19, an on-site and off-site rate. These are automatically populated based on FTE's.
    - a. Program area: Use the "Comments" column to note any changes or errors in the information supplied by the budget analyst regarding program fixed costs
    - b. Some items cannot be changed by the budget analyst.
      - i. For example, SAS licenses need to be discussed with Informatics as they provide the spreadsheet to budget and funding about where they're assigned
2. The bottom section is to be completed by the program area.
3. Some examples of things to consider are:
  - a. Subscriptions, Memberships, or Licenses
  - b. Docutech or Copy Center Costs (Printing)
  - c. BRFSS Question costs if the program is supporting additional questions
  - d. Software License or Maintenance Costs
  - e. Medical Supplies
  - f. General Office Supplies or Equipment
  - g. Future planned IT costs not already included in the "Direct Application IT costs", including new SOW's with OSDH